

Employment Opportunity

Director of Management Services

\$ 88,659 to \$ 153,590 per year plus benefits

Application Process: Applications will be accepted until the position is filled. Applications may be mailed or delivered in person.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: Under general direction of the Executive Director, develops and implements an effective program of managing the multi-functional programs of the organization; manages and coordinates individual projects; and performs other related assignments as required.

Essential functions of this classification are:

- Develops and implements a program for monitoring and reporting on the progress of achieving organizational goals.
- Prepares and presents reports on the status of projects and programs administered by the organization.
- Develops mechanisms to assist the Executive Director in planning, directing, controlling, and budgeting of overall agency resources.
- Conducts analysis and prepares reports on program management and administrative matters.
- Plans, schedules and budgets specific projects related to transportation planning, regional institutions, and intergovernmental relations.
- Administers the Measure I sales tax geographic and local jurisdiction distribution programs and policy development and documentation.
- Manages transportation and non-transportation study programs and projects.

Travel: Occasional travel throughout the County and the Southern California region may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be produced.

Minimum Requirements: Knowledge of principles and practices of organizational planning, management, scheduling, reporting, and budgeting; principles and practices governing regional planning; principles and practices of government administration, including interjurisdictional coordination; principles and techniques of oral and written communication.

Ability to develop systems, reports and institutional processes for program management; prepare and present report and recommendations regarding the organizational goals and program achievements; plan, analyze and interpret information related to project implementation; develop plans, schedules and budgets for the implementation of projects; manage the execution of specific studies and programs; communicate effectively in writing and orally; maintain effective working relationships with staff, Board members, and various governmental groups.

Education and Experience: Experience, education, or training which would demonstrate application of the knowledge and skills listed above, such as:

Education: A college degree in Public Administration, Regional Planning, Management, Information Systems, or a closely related field.

Experience: Ten years experience in a governmental environment with increasing administrative and management responsibilities.

Substitution: A Master's degree in a related field may substitute for one year of experience.

Physical Demands: Ability to converse and respond in forums and meetings. Strength, dexterity, coordination, and vision to use keyboard and video display terminal. Reading long reports. Occasional lifting of items weighing up to 25 pounds, such as files, boxes, and stacks of paper. Moving from place to place within the office and community. Reaching for items above and below desk level. Dexterity in handling files and single sheets of paper, and the ability to sit for long periods of time.

Forward Application to: San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92401-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

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“An equal opportunity employer.”